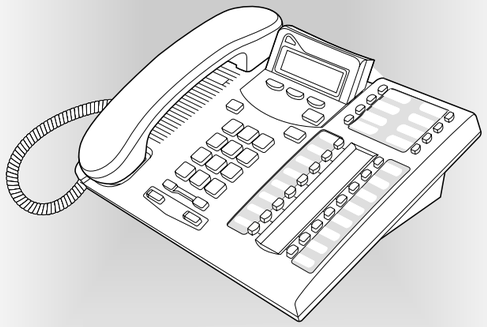
NORTEL

T7316 Telephone User Card



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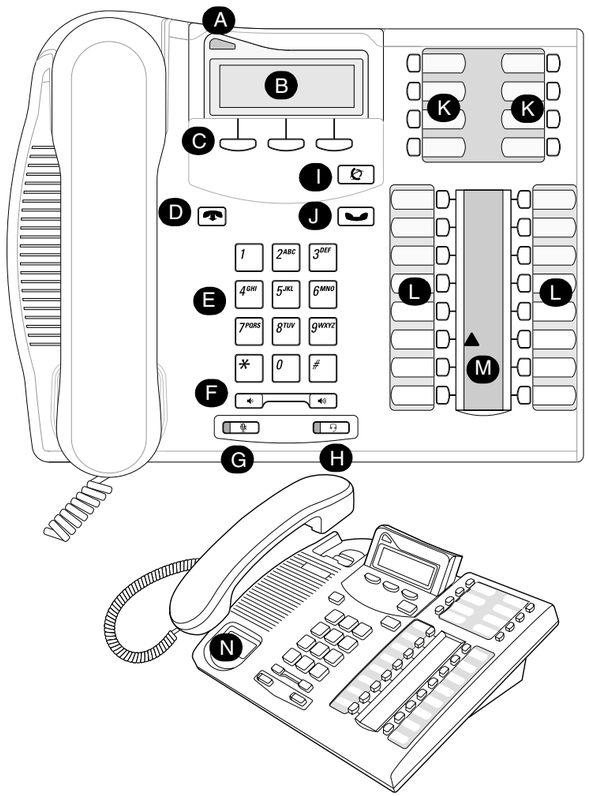


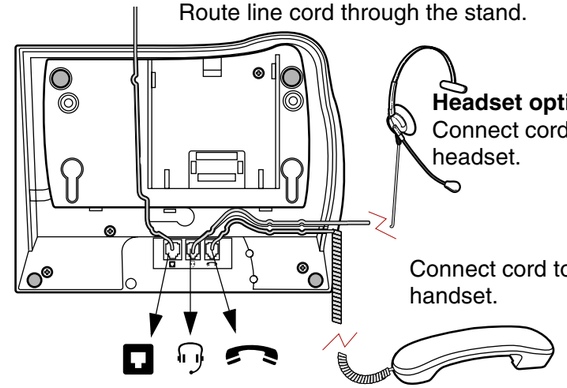
Cord connections

1

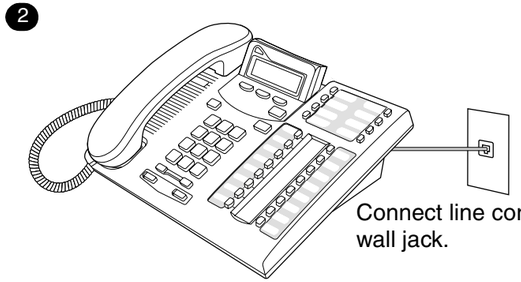
Desk mount option
Route line cord through the stand.

Headset option
Connect cord to headset.

Connect cord to handset.



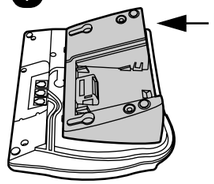
2



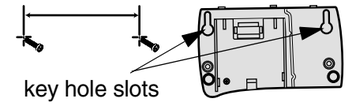
Connect line cord to wall jack.

Wall mount with a telephone stand

1



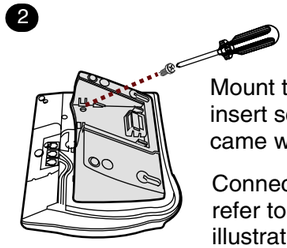
Press here to remove the stand.



key hole slots

Use the key hole slots on the stand to mark the location for the screws. Tighten screws for a secure fit.

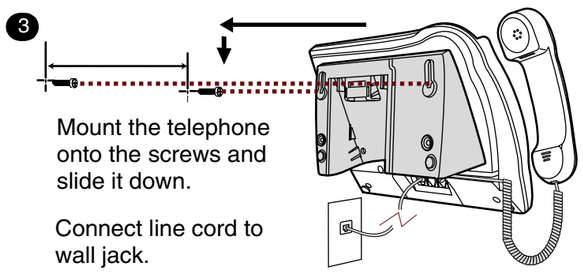
2



Mount the stand as shown and insert screw. Use the screw that came with your telephone.

Connect cords to the telephone, refer to “Cord connections” illustrations.

3



Mount the telephone onto the screws and slide it down.

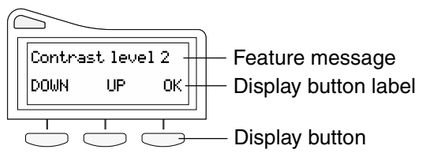
Connect line cord to wall jack.

Your T7316 telephone

A Telephone light
Flashes when a call rings at the telephone.
Lights up when Message Waiting Indication (MWI) is supported by system software. Contact your System Administrator or Coordinator for more information.

B Adjustable display
Shows the time and date, call and feature information.

C Display buttons
The label for display buttons appear in capital letters on the bottom of the display. Display buttons change with each feature you use.



D Release button
Ends an active call.

E Dial pad

Your T7316 telephone

F Volume control
Adjusts the handset, Handsfree, headset and ringer volume.

G Mute button
Turns the microphone off or on when you are on a call.

H Headset button
Turns the headset mode on.

I Feature button
Starts or ends a feature.

J Hold button
Places calls on hold.

K Memory buttons

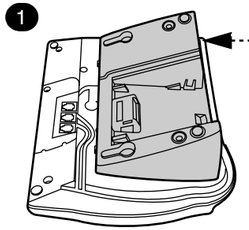
L Memory and line buttons

M ▲ Indicators
Appear next to active line and memory buttons.

N Number card
Write your extension number on this card.

Wall mount without a telephone stand

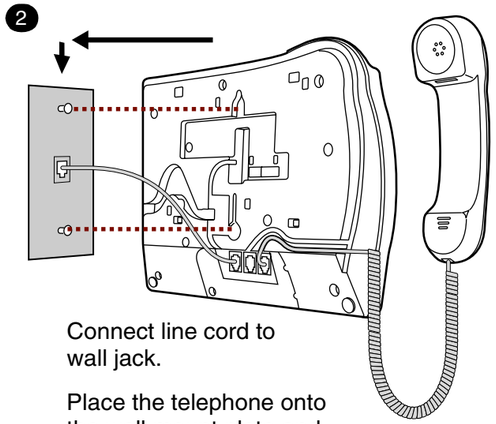
1



Press here to remove the stand.

Connect cords to the telephone, refer to “Cord connections” illustrations.

2



Connect line cord to wall jack.

Place the telephone onto the wall mount plate and slide it down.

Telephone setup

Display contrast level

Adjust the contrast of your display.

1. Press [Feature] [*] [7].
2. Press UP or DOWN to view the levels.
3. Press OK to select a level.

Language choice

[Feature] [*] [5] [0] [1]
Select Primary Language for the telephone display.
[Feature] [*] [5] [0] [2]
Select Alternate Language for the telephone display.
[Feature] [*] [5] [0] [3]
Select Alternate Language 2 for the telephone display.
[Feature] [*] [5] [0] [4]
Select Alternate Language 3 for the telephone display.

Ring type

Select a different ring for your telephone.

1. Press [Feature] [*] [6].
2. Press [1], [2], [3], [4], or NEXT to hear the different ring types.
3. Press OK to store the ring type.

Button inquiry

Check what is programmed on your buttons.

1. Press [ ] [*] [0].
2. Press the button(s) that you want to check.
3. Read the display. Button assignment examples are shown below.

Line

```
XXX (LINENAME)
     SHOW   OK
```

Intercom

```
XXXX (SETNAME)
NEXT   VIEW
```

Internal autodial

```
Autodial (XXXX)
```

External autodial

```
(XXXXXXXXXX)
```

Feature

```
(FEATURENAME)
     SHOW   OK
```

Handsfree

```
Handsfree
```

4. Press [ ] when finished.

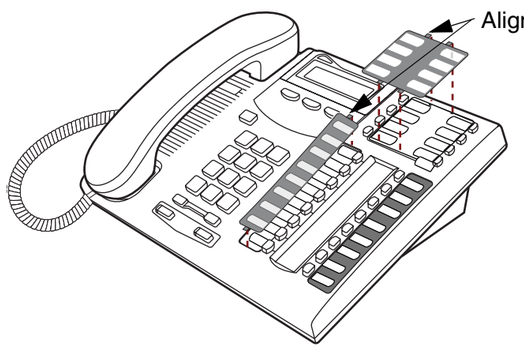
Button labels

Use the three button label strips on the telephone to show what is programmed on the buttons.

Spare button label strips are provided with your telephone.

How to label your buttons

1. Remove the plastic lens and button label strips from the telephone.
2. Write the name of each button on the button label strip.
3. Insert the button label strip back on the telephone.
4. Insert plastic lens, matching the tabs on the lens with the notches on the telephone.



Tip

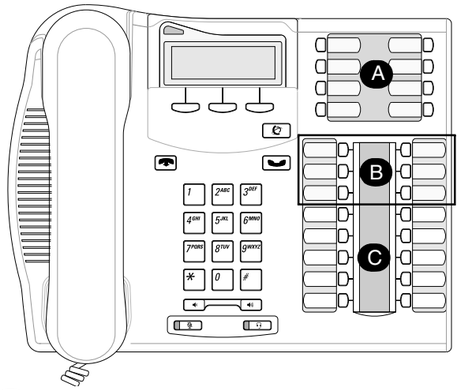
Use the Desktop Assistant application to customize button label strips for your telephone.

Go to www.nortelnetworks.com and download the Desktop Assistant application to your personal computer.

Memory buttons

Memory buttons are buttons not assigned as line, intercom or Handsfree buttons.

Memory buttons store internal and external numbers or features to give you one touch dialing or feature activation.



A Memory buttons without indicators for autodial numbers and features.

B Memory buttons- without indicators for external autodial numbers and features.
These memory buttons show ▲ indicators for internal autodial numbers only.

C Memory, line or intercom buttons with ▲ indicators.

Programming memory buttons

You can program a memory button with a new number or feature.

External autodial

1. Press [ ] [*] [1].
2. Press a memory button.
3. Dial the external number.
4. Press OK to store the number.
5. Label your new button.

Internal autodial

1. Press [ ] [*] [2].
2. Press a memory button.
3. Dial the extension number.
4. Press OK to store the number.
5. Label your new button.

More on programming memory buttons

Features

1. Press [ ] [*] [3].
2. Press a memory button.
3. Press [ ] and enter the feature code.
4. Press OK to store the feature code.
5. Label your new button.

How to erase memory buttons

1. Press [ ] [*] [1].
2. Press a memory button.
3. Press OK to erase the button.

Making and answering calls

Making calls

There are many ways to make a call, depending on your telephone programming and the type of call.

External calls using line buttons

1. Lift the handset.
2. Press a line button.
3. Dial the external telephone number.

External calls using intercom buttons

1. Lift the handset.
2. Press an intercom button and enter a line pool access code.
3. When you hear an external dial tone, dial the external telephone number.

Contact your System Administrator or Coordinator for a list of line pool codes.

Internal calls using intercom buttons

1. Lift the handset.
2. Press an intercom button.
3. Dial the extension number.

Contact your System Administrator or Coordinator for a list of extension numbers.

Answering calls

When your telephone rings and the display light flashes or when an intercom or line button ▲ indicator flashes:

- Lift the handset.
  OR
  Press the button with the flashing ▲ indicator before you lift the handset.

More on making and answering calls

How to hold calls

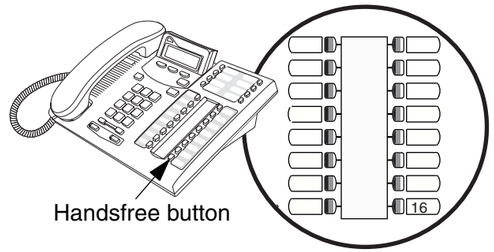
- While on a call, press [ ]. The ▲ indicator for the line on hold will flash.
- To retrieve a held call, press the line button with the flashing ▲ indicator.
- Calls are put on hold automatically when you switch from one line to another.

Handsfree calls

Your System Administrator or Coordinator must program the Handsfree feature on your telephone.

- Press the Handsfree button on your telephone to make or answer a call.
- To switch to Handsfree when you are on a call, press the Handsfree button and replace the handset. Lift the handset to switch back.

When programmed, the Handsfree feature is assigned to button 16 on your telephone.



How to mute calls

- While on a call, press [ ] to turn the microphone off. The [ ] light flashes when the microphone is off.
- Press [ ] again to turn the microphone on.
- Use [ ] on handset, Handsfree or headset calls.

Headset calls

- Press [ ] to activate the headset mode. When the [ ] light is on, press a line or intercom button to make a call.
- Press [ ] to answer a call when the telephone rings or when an intercom or line button ▲ indicator flashes.
- To switch to your headset when you are on a call, press [ ] and replace the handset. Lift the handset to switch back.

Warning

Nortel Networks does not support the connection of a headset to the T7316 telephone, unless Handsfree is enabled within the system programming. If Handsfree is not enabled, certain call handling features may not work as intended.